Georgia Solid Waste Survey
User Guide

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Re-TRAC™ - Georgia Solid Waste Survey User Guide

This document is intended to help guide survey users in Georgia through the process of submitting their "**Solid Waste Survey**" information. If you have any additional questions that are not discussed in this document, please contact:

Kenny Dove
Georgia Department of Community Affairs
Office of Environmental Management
404-679-3144
kdove@dca.state.ga.us

Step 1 -   **Logging In**

Go to the login screen at http://my.re-trac.com. Insert the user-name and password provided to you by the Georgia Department of Community Affairs – Office of Environmental Management.

Step 2 -   **Home Page**

After logging in you will automatically be taken to your home page. This screen gives you access to all of your survey input screens. You can access your home page at anytime by clicking on the "**Home**" link located on the top menu bar.

Menu bar ———▶

| Home | Surveys | My Account | Help | Logout | Contact Us |

You are logged in as: **User 1**

Zone Tree:
• **Alma**

View status for a different year for Alma

[2008 ⬍]

[Export data]

Last Visited:
• **Alma**

City of Alma

Bacon County

City data entry status - 2008 data
Click on an icon to enter or review data.

Lock All Modules | Unlock All Modules | Finalize All Data

CONTACT INFO   (Click to display contact detail)

Surveys   Lock
 Survey 1 - General Information   ●   To be entered
 Survey 2 - Waste Reduction   ●   To be entered
 Survey 3 - Residential Waste Collection   ●   To be entered
 Survey 4 - Waste Collection - Illegal Dumping/Littering   ●   To be entered
 Survey 5 - Residential Recycling Collection   ●   To be entered
 Survey 6 - Residential Yard Trimmings Collection ●   To be entered
 Survey 7 - Commercial Waste Collection   ●   To be entered
 Survey 8 - Commercial Recycling Collection   ●   To be entered
 Survey 9 - Disposal   ●   To be entered
 Survey 10 - Land Limitation Element   ●   To be entered
 Survey 11 - Public Education   ●   To be entered
 Survey 12 - Certification   ●   To be entered

Step 3 -   **Entering Data**

In order to successfully submit your information, you must complete all 12 surveys listed on your home page. To input information in a survey, click on the survey desired and the survey will be displayed.

Click link
to fill out
survey

Surveys		Lock
Survey 1 - General Information	❗	To be entered
Survey 2 - Waste Reduction	❗	To be entered
Survey 3 - Residential Waste Collection	❗	To be entered
Survey 4 - Waste Collection - Illegal Dumping/Littering	❗	To be entered
Survey 5 - Residential Recycling Collection	❗	To be entered
Survey 6 - Residential Yard Trimmings Collection	❗	To be entered
Survey 7 - Commercial Waste Collection	❗	To be entered
Survey 8 - Commercial Recycling Collection	❗	To be entered
Survey 9 - Disposal	❗	To be entered
Survey 10 - Land Limitation Element	❗	To be entered
Survey 11 - Public Education	❗	To be entered
Survey 12 - Certification	❗	To be entered

Indicates no data has
been submitted

Clicking on a survey link will take you to the survey input screen. Note that surveys do not need to be filled out in the order they appear on the screen. An example of a survey data entry screen is shown below.

Survey 2 - Waste Reduction - 2008

Remember to click the **Submit** button located at the bottom of the page after entering data or your changes will be lost.

* **2.1** During the past year, did any new recycling processing facilities, public or private, BEGIN operating and accepting recyclables generated within your jurisdiction?

○ Yes   ○ No

* **2.2** Did any public or private recycling processing facility or facilities CEASE to operate or accept recyclables generated within your jurisdiction during the past year?

○ Yes   ○ No

* **2.3** Did any new yard trimmings processing facilities, public or private, begin operating and accepting yard trimmings generated within your jurisdiction during the past year?

○ Yes   ○ No

* **2.4** Did any new yard trimmings processing facilities, public or private, CEASE to operate or accept yard trimmings generated within your jurisdiction during the past year?

○ Yes   ○ No

* **2.5** Is there a product or material reuse/exchange program in operation in your community?
    (For example: Goodwill/Salvation Army Store, etc.)

○ Yes   ○ No

* **2.6** Do any of your local government offices/operations practice source reduction?
    (For example: double sided copying, using the second side of paper for printing drafts, etc.)

○ Yes   ○ No

* **2.7** Does your local government have a "buy-recycled" or "environmental preferred" procurement policy or program?

○ Yes   ○ No

* **2.8** Do any of your local government have a FORMAL/ACTIVE program to promote home composting and/or 'grasscycling'?

○ Yes   ○ No

Submit

Click the "Submit" button to save your responses

It is import after filling out a survey screen to click on the submit button. Failing to do this will result in lost data.

Additional questions will be displayed on the screen based on a specific response to an existing question. An example is shown below.

Additional questions are displayed after selecting "yes" to question 2.1

* **2.1** During the past year, did any new recycling processing facilities, public or private, BEGIN operating and accepting recyclables generated within your jurisdiction?

⦿ Yes ◯ No

2.1.1 How many new recycling processing facilities began operations within your local government's jurisdiction within the past year?

[1 ⬍]

📄 Add New Recycling Facility | **New Recycling Facility** ❌

Recycling Facility Information

2.1.2 For each new recycling processing facility, please indicate how materials are processed (check one reply per facility)

◯ Mixed Recyclables   ◯ Separated Recyclables   ◯ Solid Waste

2.1.3 For each new recycling processing facility, please indicate the ownership of the facility (check only one)

◯ Government   ◯ Private   ◯ Non Profit

2.1.4 Identify the name and address of this new processing facility

Name: [   ]
Address: [   ]
City: [   ]
State: [   ]
Zip: [   ]

2.1.5 What recyclable materials are accepted at each new facility?

☐ #2 Plastic (HDPE) ☐ Aerosol cans ☐ Agricultural Chemicals ☐ Aluminum Cans ☐ Antifreeze
☐ Automobile Batteries ☐ C & D Materials ☐ Chemical Products ☐ Corrugated Cardboard ☐ Electronics
☐ Glass Containers ☐ Junk Mail ☐ Magazines ☐ Motor Oil ☐ Newspaper

There are questions throughout the different survey screens that require you to add multiple facilities an example of this is shown below.

After you add a new facility you will see a screen similar to the one seen below.

New facilities will appear across the top

Add New Recycling Facility | Facility 1 ✖ | **Facility 2** ✖

Recycling Facility Information

2.1.2 For each new recycling processing facility, please indicate how materials are processed (check one reply per facility)

○ Mixed Recyclables   ● Separated Recyclables   ○ Solid Waste

2.1.3 For each new recycling processing facility, please indicate the ownership of the facility (check only one)

○ Government   ● Private   ○ Non Profit

The text you type in the "name" field will display at the top of each tab

2.1.4 Identify the name and address of this new processing facility

Name: Facility 2

Address: 123 Street

City: City A

State: Georgia

Zip: 12345

2.1.5 What recyclable materials are accepted at each new facility?

☑ #2 Plastic (HDPE)	☐ Aerosol cans	☐ Agricultural Chemicals	☐ Aluminum Cans	☐ Antifreeze
☑ Automobile Batteries	☐ C & D Materials	☐ Chemical Products	☐ Corrugated Cardboard	☐ Electronics
☐ Glass	☐ Junk Mail	☐ Magazines	☐ Motor Oil	☐ Newspaper

Once you have completed a survey and successfully submitted it you will see a screen similar to the one below.

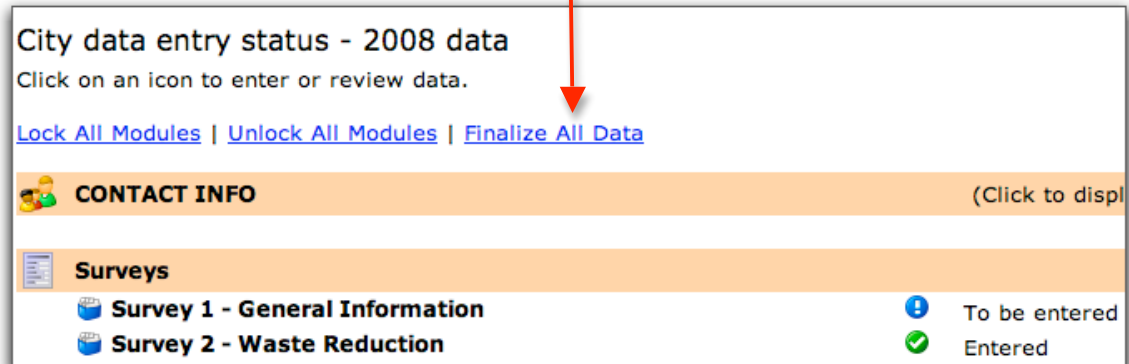A green check mark indicates that data has been submitted successfully

Repeat the above steps for surveys 1 thru 12 to successfully complete the Georgia solid waste survey.

Step 4 -   **Finalizing Data**

Once all the surveys have been successfully submitted click on the "**Finalize All Data**" link found on your "**Home**" page. Clicking on this link will lock all of the survey screens so that no further data can be entered. An email will also be sent to your Re-TRAC administrator notifying them that your surveys are completed. If any changes need to be made after your data has been finalized you will need to contact your Re-TRAC administrator to unlock your survey screens.

Click on the "Finalize All Data" when all survey have been completed

Lock icons will appear after the data has been finalized.

Indicates the survey screen is locked and no data can be entered